

Town of Holly Springs  
PLANNING BOARD MEETING MINUTES  
Wednesday, December 16 2020 - 7:00 p.m.

Agenda Item #1, 2 & 3:

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The Planning Board of the Town of Holly Springs met virtually for their regularly scheduled meeting on Wednesday, December 16, 2020. At 7:00 after determining a quorum was present, Chair Rybak called the meeting to order.

Staff Members Present:        Scott Chase, Assistant Town Manager  
Elizabeth Goodson, Land Development Division Manager  
Melissa Sigmund, Current Planning Manager  
Caleb Allred, Planner I  
Rachel Jones, Development Review Engineer  
Bronwyn Bishop, Development Plan Reviewer  
Kathy Carlisle, Planning Board Clerk  
Connie Zurek, Development Technician

The Board completed roll call.

Members Present:        Dana Rybak, Chair  
Ernie Carpico, Vice-Chair  
Mark Brady  
Van Crandall (*late: 7:25 pm*)  
Chris Deshazor  
Rick Madoni  
Courtney Patterson  
Mark Stuckey  
Thomas Urquhart

The Board recited the pledge of Allegiance and the meeting opened with an invocation by Mr. Deshazor.

Agenda Item #4: Agenda Adjustment

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There was no agenda adjustment.

Agenda Item #5: Minutes

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- a. *October 27, 2020 Minutes*

Motion:

Motion to approve the October 27, 2020 Minutes.

*Motion by:*        Mr. Madoni

*Second by:*      Mr. Stuckey

*Action: The Planning Board voted in favor of the Motion. (8-0)*

Agenda Item #6: Town Council Representative

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- a. Planning Board Representation for Town Council  
a. Joint Public Hearing: (may have 1/19/21 hearing, TBD)  
b. January 5<sup>th</sup> – Ernie Carpico  
c. January 19<sup>th</sup> –Van Crandall

Agenda Item #7: Public Comment Period

No speakers signed up to approach the Board.

Agenda Item #8: Zoning Map Certification

- a. Annual Re-Certification of Zoning Map (M. Sigmund)

Ms. Sigmund presented the Board with the details on the annual recertification for the Town's zoning map.

Motion:

Recommend the Town Council adopt a resolution adopting the new "Official Zoning Map" with all zoning map changes as presented in the draft official zoning map dated December 4, 2020.

*Motion by:* Mr. Deshazor

*Second by:* Mr. Carpico

*Action: The Planning Board voted in favor of the Motion. (8-0)*

Agenda Item #9: Development Plan/Special Exception Use

- a. Fairview Wooded Acres Well (20-DP-15/20-SEU-12) (C. Allred)

Mr. Allred provided the Board with an overview of the project.

The Town has received a request to allow for a Special Exception Use as specified in Unified Development Ordinance Section 2.01 R-30 Residential District to allow for a Non-municipal Water Treatment Plant in the R-30 Residential District at the property located at 106 N Carroll Street, Wake County PIN 0760202491.

Ms. Bishop presented the Board with engineering details including water and sewer connection and access drive.

Chair Rybak invited the applicant to speak.

Kevin Nash  
8601 Six Forks Rd  
Raleigh NC

Mr. Nash presented the Board with a PowerPoint detailing the issues and challenges regarding their request of the proposed special exception use request and development plan.

Mr. Madoni asked for clarification of the water treatment plant and the need for future upgrade. Mr. Nash provided details on the expectation for water treatment in the area. It is not expected for any needed upgrade in the future.

Mr. Deshazor asked about the decommissioned well. Mr. Nash stated the well house will be taken down and the well will be removed as required.

Motion:

**ACTION #1: SPECIAL EXCEPTION USE**

Planning Board recommends approval of Special Exception Use #20-SEU-12 as specified in Unified Development Ordinance Section 2.01 R-30 Residential District to allow for a Non-municipal Water Treatment Plant in the R-30 Residential District at the property located at 106 N Carroll Street, Wake County PIN 0760202491 as submitted by Kevin Nash with the following conditions:

1. All operations must adhere to the evidence submitted by the applicant as stated in the findings of fact submitted and those findings of fact specified by the Town Council in conjunction with 20-SEU-12.

*Motion by:* Mr. Deshazor

*Second by:* Mr. Urquhart

*Action: The Planning Board voted in favor of the Motion. (9-0)*

**ACTION #2: DEVELOPMENT PLAN**

Planning Board recommends approval of development plan #20-DP-15 for Fairview Well Site as submitted by Kevin Nash, Project Number Fairview Wooded Acres Well Relocation Project, dated Revised 11/2020 with the following conditions:

1. All environmental permits must be obtained for the entire project.
2. Prior to Town Council, the following site plan revisions must be completed:
  - a. Relocate the call out for the 30' long and 15' wide PAVEMENT STRIP so it accurately points to the paved area. Please revise the call out to clarify that the beginning 30' x 15' (length x width) paved area of the access road for the well site will be constructed by NCDOT as a part of the hammerhead turnaround on N. Carrol St. Please hatch the paved hammerhead turnaround which should include the paved surface strip area so it is clear.

*Motion by:* Mr. Carpico

*Second by:* Mr. Deshazor

*Action: The Planning Board voted in favor of the Motion. (9-0)*

**Agenda Item #10: UDO Project Update**

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Ms. Sigmund provided the Board with an update on the Town's UDO re-write project including an anticipated timeframe.

**Agenda Item #11: Other Business**

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- a. Town Council Official Action Overview  
Ms. Sigmund provides an overview to the Planning Board regarding the Town Council's action on recent development petitions. There were no actions to discuss since the last meeting.
- b. Technical Review Committee Representative Report (*E. Carpico/C. Deshazor*)
  - December 1, 2020 – 3:00 pm: 851 W Holly Springs Rd
  - Next month Meeting Cancelled
- c. CTP Steering Committee (*R. Madoni*)  
Mr. Madoni provided a brief update on the committee's proposed meeting schedule and agenda.

- d. Development Services Department Report  
Ms. Sigmund provided an overview of current activities in the Department of Planning & Zoning.
- e. New Business  
No other business was discussed.

*Agenda Item #12: Adjournment*

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Motion:

Motion to adjourn.

*Motion by:* Mr. Carpico

*Second by:* Mr. Stuckey

*Action: The Planning Board voted in favor of the Motion. (9-0)*

*Time:* 7:45 pm

*Kathy Carlisle*

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Kathy Carlisle

Planning Board Clerk